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ABSENTEEISM

4-1

Kuzmits, Frank E.

How good is your absenteeism control system? S.A.M. advanced management journal, 45:4-15, Winter 1980.

Descriptors: *Absenteeism control.

4-2 Id224 .Un17s No. 229

U.S. Bureau of Labor Statistics.

Absence from work--measuring the hours lost, May 1978, by Daniel E. Taylor. Washington, U.S. Govt. Print. Off., 1980. 5p. (Special labor force report no. 229)

Reprinted with supplementary tables from Monthly Labor Review, August 1979.

Descriptors: *Absenteeism--Statistics / *Labor force--Statistics.

ASSESSMENT CENTERS

4-3 Ie122 .C16d

Canada. Public Service Commission.

Development and application of a first level management assessment centre. Ottawa, Canada, 1977. 243p.

Performing organization: Managerial Assessment and Research Division, Personnel Psychology Centre, Ottawa.

Descriptors: *Assessment centers / *Canada--Civil service.

CAREER PLANNING

4-4

Kaye, Beverly L.

Up is not the only way. Supervisory management, 25:2-9, February 1980.

Descriptors: *Career counseling / *Employee counseling / Career patterns / Promotion / Change, Organizational / *Career opportunities / Executives--Responsibilities.

4-5

A long hard road back for dropouts. U.S. news & world report, 88:66-67, March 3, 1980.

Descriptors: *New careers / Second careers / *Occupational choice / *Work values.

4-6

Switching careers: how to make it work. U.S. news & world report, 88:85-86, March 10, 1980.

Interview with Paula I. Robbins, authority on career change.

Descriptors: *New careers / *Second careers / *Mobility, Occupational.

CAREER STAFFING

4-7

Cronbach, Lee J.

Selection theory for a political world. Public personnel management, 9:37-50, January-February 1980.

Descriptors: *Selection--Theory / *Tests / *Test validity.

CHANGE, ORGANIZATIONAL

4-8

The automated office in the 1980s. Dun's review, 115:129-130+, March 1980.

Descriptors: *Automation / *Office management / *Technological change / Offices / Office workers / Technology--Economic aspects / Technology--Social aspects.

CHANGE, ORGANIZATIONAL (Cont'd)

4-9 Id72 .C36c

Change agents at work, edited by Richard N. Ottaway. Westport, Conn., Greenwood Press, 1979. 169p. (Contributions in economics and economic history, no. 27)

Descriptors: *Change, Organizational--Case studies / *Change agents.

4-10

Dowd, Eric J.

Introducing people to change. Words, 8:40+, February-March 1980.

Descriptors: *Change, Organizational / *Automation / *Office workers / Personnel administration.

4-11

Ranson, Stewart, Bob Hinings and Royston Greenwood.

The structuring of organizational structures. Administrative science quarterly, 25:1-17, March 1980.

Descriptors: *Change, Organizational--Theory / *Organizational structures--Theory / *Organizational analysis--Methodology.

CIVIL SERVICE

4-12

Localities renew interest in civil service reform. Public administration times, 3:12, March 1, 1980.

Descriptors: *Civil service reform--Law and legislation / *State law and legislation / State government / Local government.

CIVIL SERVICE, FEDERAL

4-13

Emphasizing the positive about the bureaucracy. Congressional record, 126:S1649-1650, February 20, 1980.

Statement by Senator Proxmire and article from the February 16, 1980, Washington Star by Douglas M. Costle, "Creativity in the bureaucracy."

Descriptors: *Civil service / Bureaucracy / *Federal employees--Public opinion.

4-14

U.S. Government's "invisible workers." U.S. news & world report, 88:60+, February 18, 1980.

Descriptors: *Contractor personnel / *Contracts, Government / *Part-time workers / State employees / Municipal employees / Federal government.

4-15 Ic26.37 .Un35o

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Occupations of Federal white-collar workers, October 31, 1978. Prepared by Agency Relations Group, Agency Compliance and Evaluation, Work Force Analysis and Statistics Branch. Washington, U.S. Govt. Print. Off., 1980. 171p. (SM 56-14)

Descriptors: *Civil service--Statistics / *Pay--Statistics / Occupations--Statistics / Federal government.

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Veterans' preference in Federal employment. Prepared by Affirmative Employment Programs. Washington, U.S. Govt. Print. Off., 1979. 5p. (EV-2)

At head of title: Opportunities in the Federal service.

Descriptors: *Veterans--Preference / *Veterans, Disabled--Employment / Federal government.

CIVIL SERVICE, FOREIGN

4-17 M-Film

Alrayes, Tarik M.
Authority and influence in the government civil service in the state of Kuwait. Ann Arbor, Mich., University Microfilms, 1979. 144p.
Doctoral dissertation, Claremont Graduate School, 1979. Abstracted in Dissertation Abstracts International, 40:2255-A, Oct., 1979.
Descriptors: *Kuwait--Civil service / *Executives--Responsibilities.

4-18

Al-Teraifi, Al-Agab A.
Promotion in the Sudanese civil service. Public personnel management, 9:19-23, January-February 1980.
Descriptors: *Sudan--Civil service / *Promotion.

COLLEGE GRADUATES

4-19

Adkins, Lynn.
Glut coming in MBAs? Dun's review, 115:104-106, March 1980.
Descriptors: *Master of business administration degree recipients--Career opportunities / *Bachelor of arts degree recipients--Career opportunities / *Employment opportunities.

4-20

Feast or famine for college class of '80. U.S. news & world report, 88:89-90, February 18, 1980.
Descriptors: *College graduates--Career opportunities / *Employment opportunities / Engineers / Job search.

4-21

Placement results in 1979. Harvard Business School bulletin, 56:99-104, January-February 1980.
Descriptors: *Master of business administration degree recipients--Statistics / Employment opportunities--Statistics / *Placement--Statistics / *Master of business administration degree recipients--Pay.

COMMUNICATION

4-22

Driver, Russell W.
Issues in upward communication. Supervisory management, 25:10-13, February 1980.
Descriptors: *Communication in personnel management, *Organizations--Climate / Leadership style.

4-23

Reeves, Tom K.
Developing an employee communications policy through research. Journal of European industrial training (Gt. Brit.), 3:4-8, no. 7 1979.
Descriptors: *Communication in personnel management--Research / Great Britain.

COMPENSATION

4-24 Ie52.9 .Ab7u

Abowd, John and Orley Ashenfelter.
Unemployment and compensating wage differentials. Princeton, N.J., Princeton University, 1979. 40p. (Working paper no. 120)
Descriptors: *Pay research / *Annual wage.

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4-25

Brown, Randall S., Marilyn Moon and Barbara S. Zoloth.
Incorporating occupational attainment in studies of male-female earnings differentials. Journal of human resources, 15:1-28, Winter 1980.
Descriptors: *Pay rates--Research / *Women--Pay--Research / *Women--Discrimination / Occupational choice / Performance.

4-26

Dealing with pressures on pay systems. What's ahead in personnel, p. 1-4, February 29, 1980.
Descriptors: *Pay systems / Seniority / Career ladders / Performance evaluation / *Pay comparability / Federal government.

4-27

Heim, Kathleen M. and Carolyn Kacena.
Sex, salaries, & library support..1979. Library journal, 105:17-22, January 1, 1980.
Descriptors: *Librarians--Pay / *Pay surveys / *Pay rates.

4-28

Pursell, Robert B.
Administering divisional incentive compensation. Compensation review, 12:15-20, First quarter 1980.
Descriptors: *Incentive awards--Administration--Evaluation / *Performance-based pay / Performance evaluation.

4-29

Selected wage and benefit changes. Current wage developments, 32:2-22, January 1980.
Descriptors: *Compensation--Statistics / *Collective labor agreements--Statistics / Industry / State employees / Municipal employees.

4-30

Smith, D. Alton.
Government employment and black/white relative wages. Journal of human resources, 15:77-86, Winter 1980.
Descriptors: *Pay rates--Research / *Afro-Americans--Pay--Research / Discrimination / Promotion / Federal government / State government / Local government.

4-31

Stimson, Richard A.
Performance pay - will it work? Defense management journal, 15:23-27, July-August 1979.
Descriptors: *Performance-based pay / *Performance evaluation / Motivation / Civil service reform / Federal government.

4-32

Stumpf, Stephen A., Martin M. Greller and Richard D. Freedman.
Equal Employment Opportunity regulation and change in compensation practices. Journal of applied behavioral science, 16:29-40, no. 1 1980.
Descriptors: *Pay rates--Research / *Equal opportunity in employment / *Pay administration--Case studies.

COUNSELING

4-33

Counseling and the behavioral sciences. Personnel and guidance journal, 58:317-399, January 1980.

Partial contents: Technology of counseling and the science of behavior: a rapprochement, by Roger F. Aubrey; Social and developmental psychology: trends influencing the future of counseling, by Robert J. Havighurst; Some implications of recent research in social and developmental psychology for counseling practice, by Donald H. Blocher; Opportunities for counselors from the competency assessment movement, by David C. McClelland and Richard E. Boyatzis.

Descriptors: *Counseling--Theory / State-of-the art reviews / Futures (of society) / *Counseling--Research / *Behaviorism (Psychology) / Human relations / Tests, Ability.

CREATIVE THINKING

4-34

Lynch, Dudley.

The case for disorderly conduct: how to get the most out of managerial manpower. Management review, 68:14-19, February 1980.

Descriptors: *Creative thinking / *Executives--Abilities / *Creative ability.

4-35

Zeldman, Maurice I.

How management can develop and sustain a creative environment. S.A.M. advanced management journal, 45:23-27, Winter 1980.

Descriptors: *Creative ability / *Creative thinking.

EMPLOYEE HEALTH AND MEDICAL CARE

4-36 Ie568 .B77a

Brisolara, Ashton.

The alcoholic employee; a handbook of useful guidelines. New York, Human Sciences Press, 1979. 168p.

Descriptors: *Alcoholic employees--Personnel policies / *Drug abusers--Personnel policies / Alcoholism.

4-37

Clute, Jean E.

Aiding the 'other victims' on the job. Occupational health and safety, 49:34-35+, February 1980.

Descriptors: *Alcoholic employees--Counseling / *Alcoholic employees--Rehabilitation / Health, Employee.

4-38

Criteria for alcohol and drug rehabilitation programs in industry. Journal of occupational medicine, 22:111-113, February 1980.

Report by the Drug Abuse Committee of the American Occupational Medicine association.

Descriptors: *Alcoholic employees--Rehabilitation / Industry.

4-39

Freedberg, Edmund J. and William E. Johnston.

Outcome with alcoholics seeking treatment voluntarily or after confrontation by their employer. Journal of occupational medicine, 22:83-86, February 1980.

Descriptors: *Alcoholic employees--Rehabilitation--Statistics / Productivity / Absenteeism / Tardiness.

4-40
"Job burnout": growing worry for workers, bosses. U.S. news & world report, 88:71-72, February 18, 1980.
Interview with Cary Cherniss, author of forthcoming book, Professional Burnout in Human Services Organizations.
Descriptors: *Stress, Psychological / *Fatigue, Mental / *Mental health.

4-41
LaBier, Douglas.
Uncle Sam's working wounded. Washington post magazine, p. 6-8+, February 17, 1980.
Descriptors: *Mental health / Federal employees / *Quality of working life.

4-42
Lynch, JoAn.
Reaching troubled workers earlier. Canadian personnel and industrial relations journal, 27:22-27, January 1980.
Descriptors: *Employee counseling / *Alcoholic employees--Counseling / Canada.

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Manley T. Roger, Charles W. McNichols and Michael J. Stahl.
Alcoholism and alcohol-related problems among USAF civilian employees; a preliminary report. Dayton, Ohio, Air Force Institute of Technology, 1979. 34p.
Paper presented at the 26th annual forum of the National Council on Alcoholism, Washington, D.C., 27 April - 2 May 1979.
Descriptors: *Alcoholic employees--Characteristics / *Alcoholism--Research / Federal government / *Alcoholic employees--Attitudes.

4-44
Pearson, Clarence E.
The emerging role of the occupational physician in preventive medicine, health promotion and health education. Journal of occupational medicine, 22:104-110, February 1980.
Descriptors: *Physicians--Responsibilities / Preventive health services / *Health education / Industry.

4-45
Severe pathology found among D.C. bureaucrats--and some signs of hope. Behavior today, 11:1-2, March 3, 1980.
Comments on Dr. Douglas LaBier's study of psychopathology in the Federal bureaucracy.
Descriptors: *Mental health--Research / *Emotionally disturbed employees / *Problem employees / Federal employees / Executives--Training.

4-46
Strasser, Alexander L.
The problem drinker in industry. Occupational health and safety, 49:18+, February 1980.
Descriptors: *Alcoholic employees / *Alcoholic employees--Personnel policies / Industry.

4-47 Ie568 .Un17s
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State data on occupational injuries and illnesses in 1976. Washington, U.S. Govt. Print. Off., 1979. 66p. (Report no. 576)
Descriptors: *Health, Employee--Statistics / *Industrial accidents--Statistics.

EMPLOYEES' COMPENSATION

4-48
Tinsley, LaVerne C.
Workers' compensation laws - key amendments of 1979. Monthly labor review, 103:19-25, February 1980.
Descriptors: *Employees' compensation--Law and legislation / State law and legislation / *Disability benefits / Rehabilitation, Vocational.

EQUAL OPPORTUNITY IN EMPLOYMENT

4-49
Bloch, Howard R. and Robert L. Pennington.
Use of application flow data in a discrimination suit. Public personnel management, 9:1-6, January-February 1980.
Descriptors: *Discrimination--Cases / *Equal opportunity in employment / Local government / Transportation, Employee / Job applicants.

4-50
Bode, Edward L.
Auditing affirmative action through multiple regression analysis. Labor law journal, 31:115-120, February 1980.
Adapted from a presentation to the Seventh Annual Human Relations Conference of the Missouri Department of Mental Health.
Descriptors: *Affirmative action--Cases / Equal opportunity in employment / Analysis of variance / Minority groups--Pay / *Discrimination.

4-51
Fry, Fred L.
The end of affirmative action. Business horizons, 23:34-40, February 1980.
Descriptors: *Affirmative action / *Delphi method / *Women--Attitudes toward / Employment forecasting / Futures (of society).

4-52
Goldfarb, Robert W.
Black men are last. New York times, 129:A27, March 14, 1980.
Descriptors: *Affirmative action / *Afro-American executives / Women--Recruitment / Afro-Americans--Discrimination.

4-53 Ie152 .H14m
Hall, Francine S. and Maryann H. Albrecht.
The management of affirmative action. Santa Monica, Calif., Goodyear, 1979. 398p.
Descriptors: *Affirmative action plans--Administration / *Affirmative action--Law and legislation.

4-54
Landry, Judy.
Nepotism: EEO limitations on job opportunities of relatives and friends. Public employee relations counsellor (International Personnel Management Association), 3:23-36, 1979.
Descriptors: *Equal opportunity in employment / *Nepotism--Cases / *Civil rights.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

4-55
Outreach recruitment of minorities and women for professional and technical positions. EEO; information on equal employment opportunity for state & local governments (U.S. Office of Personnel Management), p. 1-7, December 1979.
Descriptors: *Minority groups--Recruitment / *Women--Recruitment / Women professional employees / Minority group professional employees / State government / Local government.

4-56
Role of the EEO officer. Fair employment practices; summary of latest developments (BNA), p. 3, February 28, 1980.
Descriptors: *Administrative officers / *Ethics / *Affirmative action--Administration.

ETHICS

4-57
Ethical issues in management. Behavioral sciences newsletter, 4:1-2, February 25, 1980.
Descriptors: *Executives--Ethics / *Decision-making / Employers' liability / *Safety.

4-58
Wilding, R. W. L.
The professional ethic of the administrator. Management services in government (Gt. Brit.), 34:181-186, November 1979.
Descriptors: *Executives--Ethics / *Civil service ethics / Great Britain--Civil service.

EXECUTIVES

4-59
Friedman, Emily.
Women CEOs: they're good for the field, but is it good for them? Hospitals, 54:45-48, February 1, 1980.
Descriptors: *Hospital administrators / *Women executives / *Women executives--Characteristics / Role models.

4-60
Ginsburg, Sigmund G.
The business executive in government: look before you leap. Management review, 68:64-66, February 1980.
Descriptors: *Political executives / *Bureaucracy.

4-61
Garragen, Betty L.
How to get far ahead in your job. AMA management digest, 2:20-23, March 1980. Condensed from the author's book, Women at Work, 1979.
Descriptors: *Women executives / *Promotion / *Career patterns / Women--Pay.

4-62 Ie638 .L57e
Levitt, Mortimer.
The executive look and how to get it; professional guidelines for putting together executive wardrobes for men and women. New York, AMACOM, 1979. 76p.
Descriptors: *Work clothes--Evaluation / *Beauty, Personal / *Success in employment / Executives.

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4-63
Schwartz, Felice N.
'Invisible' resource: women for boards. Harvard business review, 58:6-8+, March-April 1980.
Descriptors: *Women executives / Directors of corporations--Selection.

4-64 Ie124.5 .Un35sn
U.S. Office of Personnel Management.
Senior executive service. Prepared by Executive Personnel and Management Development Group. Washington, U.S. Govt. Print. Off., 1980. 24p. (OPM document 127-56-6)
Descriptors: *Senior executive service / *Executives--Career opportunities / Federal government.

4-65
Women rise as entrepreneurs. Business week, p. 85-86+, February 25, 1980.
Descriptors: *Women executives.

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4-66
Boone, Louis E. and James C. Johnson.
Profiles of the 801 men and 1 woman at the top. Business horizons, 23:47-52, February 1980.
Descriptors: *Executives--Characteristics / *Executives--Pay.

4-67
Davidson, William L.
CEO management style in the closely held company. Business horizons, 23:60-63, February 180.
Descriptors: *Leadership--Research / *Executives--Characteristics--Research / *Executives--Abilities--Research.

4-68
Hunt, Bridgford.
Managers of change: why they are in demand. S.A.M. advanced management journal, 45:40-44, Winter 1980.
Descriptors: *Executives--Abilities / *Executives--Characteristics / *Change, Organizational.

4-69
Kikoski, John F.
Communication: understanding it, improving it. Personnel journal, 59:126+, February 1980.
Descriptors: *Communication in management / *Executives--Abilities.

4-70
LeBoeuf, Michael.
Managing time means managing yourself. Business horizons, 23:41-46, February 1980.
Descriptors: *Time management--Research / *Executives--Abilities / *Time allocation--Research.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

4-71
McAlindon, Harold R.
Toward a more creative you: stretching your mind. Supervisory management, 25:29-34, February 1980.
Descriptors: *Change, Organizational / Communication in management / *Executive effectiveness / Decision-making / *Executives--Abilities.

4-72 Id33 .M16m
McFarland, Dalton E.
Managerial achievement: action strategies. Rev. ed. Englewood Cliffs, N. J., Prentice-Hall, 1979. 198p.
Descriptors: *Executives--Abilities.

4-73
Norgaard, Corine T.
Problems and perspectives of female managers. MSU business topics, 28:23-28, Winter 1980.
Descriptors: *Women executives--Attitudes / *Women executives--Research / Women--Discrimination / Career patterns.

4-74
Wanted: a manager to fit each strategy. Business week, p. 166+, February 25, 1980.
Descriptors: *Executives--Abilities / *Corporate planning.

4-75
Woodruff, Robert L., Jr.
The first rung. S.A.M. advanced management journal, 45:53-59, Winter 1980.
Descriptors: *Executives--Abilities / *Executives--Characteristics / *Executives--Responsibilities.

4-76
Zemke, Ron.
Using power to negotiate: everyone can do it--successfully. Training, 17:29-30, February 1980.
Descriptors: *Negotiation / *Authority / *Executives--Abilities.

EXECUTIVES--COMPENSATION

4-77 Ie55 .R32r
The rewards of public service; compensating top Federal officals, edited by Robert W. Hartman and Arnold R. Weber. Washington, Brookings Institution, 1980. 238p.
Descriptors: *Executives--Pay--Addresses, essays, lectures / *Members of Congress--Pay / *Judges--Pay / Pay compression / Federal government.

EXECUTIVES--EVALUATION

4-78
Hayes, James L.
The AMA model of superior performance. Management review, 68:2-3, November 1979; 69:2-3, February 1980.
Contents: Pt. 1, A new look at managerial competence; pt. 2, How can I do a better job as manager?
Descriptors: *Executives--Evaluation--Research / *Executive effectiveness--Research.

EXECUTIVES--HEALTH AND MEDICAL CARE

4-79

Bartolome, Fernando and Paul A. L. Evans.

Must success cost so much? Harvard business review, 58:137-148, March-April 1980.

Descriptors: *Executives--Mental health / *Success in employment / Stress, Psychological.

EXECUTIVES--RECRUITMENT

4-80

Quaglieri, Philip L.

Recruitment evaluation; a survey of current practices. Canadian personnel and industrial relations journal, 27:35-36, January 1980.

Descriptors: *Executives--Recruitment--Evaluation / Canada.

EXECUTIVES--RESPONSIBILITIES

4-81

Ford, Charles H.

Manage by decisions, not by objectives. Business horizons, 23:7-18, February 1980.

Descriptors: *Decision-making / Executives--Abilities / *Organizational structure / Management by objectives / *Executives--Responsibilities.

4-82

Hershey, Gerald L.

Clerical unproductivity is management's responsibility. Management world, 9:12-14, January 1980.

Descriptors: *Executives--Responsibilities / *Office workers / *Supervisors--Responsibilities.

EXECUTIVES--SELECTION AND TESTS

4-83

Chittim, David B. and James E. Yanni.

Money manager selection: the business decision. Pension world, 16:17-20, February 1980.

Descriptors: *Executives--Selection / Financial management.

4-84

Schultz, Bill.

Psychological testing. AMA management digest, 2:24-26, March 1980.

Reprinted from Successful Business, Fall 1979.

Descriptors: *Executives--Selection / *Tests, Mental / *Test reliability.

EXECUTIVES--TRAINING

4-85

Attwood, L. T.

Management development in British companies. Journal of European industrial training (Gt. Brit), 3:1-32, no. 8 1979.

Descriptors: *Management development--Research / Great Britain.

4-86

Briscoe, Dennis R.

Learning to handle stress--a matter of time and training. Supervisory management, 25:35-38, February 1980.

Descriptors: *Stress, Psychological / *Executives--Mental health / *Executives--Training.

4-87
[C.A.M., Certified Administrative Manager.] Management world, 9:8-12, February 1980.
Contents: The many faces of C.A.M., by Joseph McKendrick; The C.A.M. program - strong and growing, by Sam Dickey.
Descriptors: *Executives--Training / *Executives--Certification.

4-88
Guay, Claude G. and James A. Waters.
Start with results: a bottom-line strategy for management development. Management review, 68:25-28, February 1980.
Descriptors: *Management development--Case studies.

4-89
Hill, Alfred W.
How organizational philosophy influences management development. Personnel journal, 59:118-120+, February 1980.
Descriptors: *Management development / *Organizations--Climate / *Executives--Responsibilities.

4-90
McGeary, Richard A.
A report on the seminar for advancing managers. GAO review, 15:44-46, Winter 1980.
Descriptors: *Executive seminar centers / *Executives--Training--Evaluation / Federal government.

4-91
Meredith, Geoffrey and Michael Broussine.
Management development in a social services department. Journal of European industrial training (Gt. Brit.), 3:10-13, no. 7 1979.
Descriptors: *Management development / *Social service / Great Britain.

4-92
Ricklefs, Roger.
More executives take work-related courses to keep up, advance. Wall Street journal, 195:1+, March 3, 1980.
Descriptors: *Executives--Training / *Business education / Master of business administration degree / *Management development / Management--Study and teaching.

4-93
Tanaka, Hiroshi.
The Japanese method of preparing today's graduate to become tomorrow's manager. Personnel journal, 59:109-112, February 1980.
Descriptors: *Management development / *Executives--Training / *Japan.

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U.S. Office of Personnel Management.
Executive development and the senior executive service; a transcript of remarks to Department and Agency Executive Resource Board chairpersons on September 13, 1979. Washington, 1979. 15p.
Descriptors: *Management development / *Executives--Training / *Senior executive service / Federal government.

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Descriptors: *Retirement benefits--Administration / Communication in personnel management.

4-194

Klein, Michael F., Jr.
Are simplified employee pensions simple? Pension world, 16:24+, February 1980.
Descriptors: *Pensions--Administration.

4-195 Ie708.3 .M99i

Myers, Robert J.
Indexation of pension and other benefits. Homewood, Ill., Irwin, 1978. 153p.
Published for the Pension Research Council.
Descriptors: *Retirement benefits / *Cost of living increases--Research / Retirement benefits / Retirement benefits--Administration / Federal government / State government / Local government.

RETIREMENT (Cont'd)

4-196

Simone, Vincent J.

The international pension world: local foreign nationals. Pension world, 16:4+, February 1980.

Descriptors: *Pensions--Administration / *Foreign nationals--Retirement / *Retirement benefits--Administration.

4-197 Ie708 .W15e

Wallfesh, Henry M.

The effects of extending the mandatory retirement age. New York, AMACOM, 1978. 41p.

Descriptors: *Retirement age / *Pension financing.

RETIREMENT PLANNING

4-198

Fitzpatrick, Edmund W.

An introduction to NCOA's retirement planning program. Aging and work (formerly Industrial Gerontology), 3:20-26, Winter 1980.

[NCOA= National Council on the Aging, Inc.]

Descriptors: *Retirement planning / *Older worker--Counseling.

4-199

Retirement preparation: growing corporate involvement. Aging and work (formerly Industrial Gerontology), 3:1-19, Winter 1980.

A study of chief executive officers and personnel directors of the Fortune 100 companies.

Partial contents: An analytical perspective, by Jack Ossofsky; Summary and interpretation, by John C. Pollock.

Descriptors: *Older worker / *Retirement planning / Futures (of society).

SAFETY

4-200

Kaplan, Marsha C.

The female worker: ignored by safety device manufacturers? Occupational health and safety, 49:28-32, February 1980.

Descriptors: *Clothing, Protective / *Women employees / *Safety / Industry / Work clothes.

4-201

McCullough, Robert L.

How safe is your office? Management world, 9:17-18+, March 1980.

Descriptors: *Office accidents / *Safety.

SCIENTISTS AND ENGINEERS

4-202 S/I

Sex and ethnic differentials in employment and salaries among Federal scientists and engineers. Reviews of data on science resources, p. 1-11, December 1979.

Based on forthcoming National Science Foundation study, Women and Minority Scientists in the Federal Government.

Descriptors: *Scientists--Pay / *Engineers--Pay / *Pay rates / Scientists--Employment / Engineers--Employment / Minority group professional employees.

SUPERVISION

4-203
Hannah, Carol.
Supervising temporary employees. Supervisory management, 25:22-28, February 1980.
Descriptors: *Temporary employees / *Supervision / Work assignment.

4-204
Raudsepp, Eugene.
Building more effective teams. Supervision, 42:14-16, March 1980.
Part 1 of a series.
Descriptors: *Teamwork / *Multiple management / *Team development.

4-205 Id32 .Sk3p
Skinner, Gilbert H. and John F. Sullivan.
Principles of supervision in law enforcement agencies. Springfield, Ill., Thomas, 1978. 111p.
Descriptors: *Police--Supervision / *Supervision--Methods.

SUPERVISORS

4-206
McFarland, Dalton E.
Your domain and others. Supervisory management, 25:14-20, February 1980.
Descriptors: *Supervisors--Responsibilities / *Leadership style / *Organizational characteristics / Intergroup relations.

4-207
Sasser, W. Earl, Jr. and Frank S. Leonard.
Let first-level supervisors do their job. Harvard business review, 58:113-121, March-April 1980.
Descriptors: *Supervisors--Responsibilities / *Supervisors--Attitudes / *Executives--Responsibilities / Supervision.

4-208
Tombari, Henry A.
Determinants of equity of rewards for supervisors. Public personnel management, 9:25-30, January-February 1980.
Descriptors: *Supervisors--Attitudes--Research / Hospital workers--Research / Federal government / Quality of working life.

TESTS

4-209
Ellis, Paul.
Achievement testing. Journal of European industrial training (Gt. Brit.), 3:17-21, no. 7 1979.
Descriptors: *Tests, Achievement / *Test validity / *Test reliability.

4-210 M-Film
Engel, John W.
Personnel selection law test. Ann Arbor, Mich., University Microfilms, 1978. 85p.
Master's thesis, California State University, Long Beach, 1978. Abstracted in Masters Abstracts, 17:229, September 1979.
Descriptors: *Tests--Construction / *Selection--Law and legislation.

TESTS (Cont'd)

4-211
Fallos, James.
Sheepskins are for sheep. Washington monthly, 12:9-17, March 1980.
Descriptors: *Performance / *Academic achievement / *Tests, Performance.

4-212 M-Fiche
Problems in criterion-referenced measurement, edited by Chester W. Harris and others. Washington, Educational Resources Information Center, 1974. 180p. (ED-171-732)
Descriptors: *Criterion referenced tests--Research / *Tests, Achievement--Research / *Psychometrics.

4-213
Sewall, Gil and others.
Tests: How good? How fair? Newsweek, p. 97+, February 18, 1980.
Descriptors: *Tests, Mental / *Minority groups--Discrimination / Students / Tests, Achievement.

4-214 Ie176 .Sh5f
Shertzer, Bruce and James D. Linden.
Fundamentals of individual appraisal; assessment techniques for counselors. Boston, Houghton Mifflin, 1979. 588p.
Descriptors: *Tests--Textbooks / Tests--Scoring / Test validity / Test interpretation / Counselors--Abilities.

4-215 Ie221 .Un35vt
U.S. Office of Personnel Management.
The validity of tests used to select clerical personnel: a comprehensive summary and evaluation. Prepared by Kenneth Pearlman, Personnel Research and Development Center, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1979. 86p. (Technical study TS-79-1)
Descriptors: *Test validity / *Office workers--Tests.

TRAINING

4-216
Business and government venture into a job-training partnership. Nation's business, 68:46+, February 1980.
Descriptors: *Training / *Unskilled labor / *Unemployed--Training / Public service employment.

4-217 Ie403 .D36c
Deegan, Arthur X., II.
Coaching: a management skill for improving individual performance. Reading, Mass., Addision-Wesley, 1979. 212p.
Descriptors: *Coaching / *Employee development--Methods / *Executives--Responsibilities.

4-218
Jones, Merrick.
Training practices and learning theories. Journal of European industrial training (Gt. Brit), 3:22-25, no. 7 1979.
Descriptors: *Learning theories / *Learning, Psychology of.

TRAINING (Cont'd)

4-219 Ie425.9 .K28i

Kelley, Jan D. and Barbara J. Winship.
I am worth it. Chicago, Nelson-Hall, 1979. 123p.
Descriptors: *Assertiveness training / *Human relations training.

4-220

Smith, Judson.
Audiovisual production courses for trainers and managers: how to choose the right one for you. Training, 17:45-46+, February 1980.
Descriptors: *Teaching--Aids and devices / *Training officers--Training / *Audio-visual education.

4-221

Smith, Judson.
Getting ready for the 1980 Census: it could be the largest training job ever. Training, 17:55-57, February 1980.
Descriptors: *Census enumerators--Training / *Census / U.S. Bureau of the Census.

4-222

Smith, Peter B.
The T-Group trainer: group facilitator or prisoner of circumstance? Journal of applied behavioral science, 16:63-77, no. 1 1980.
Descriptors: *Sensitivity training--Research / *Training officers--Research.

4-223

Tenne, Ruth.
Managing human resources--implications for training policies. Journal of European industrial training (Gt. Brit.), 3:14-16, no. 7 1979.
Descriptors: *Supervisors--Training / *Supervisors--Responsibilities / Great Britain.

TRAINING ADMINISTRATION

4-224 Ie418.7 .Am3g

American Society for Training and Development.
A guide for career development inquiry; state-of-the-art report on career development. Prepared by ASTD Career Development Task Force; Walter D. Storey, editor. Madison, Wis., 1979. 36p.
Descriptors: *Employee development--Administration / *Training administration--Handbooks, manuals, etc.

4-225

Inderlied, S. D. and D. L. Bates.
A practical approach to determining training-solvable problems. Personnel journal, 59:121-125, February 1980.
Descriptors: *Training needs analysis / *Supervisors--Training.

4-226

McNamara, J. Regis.
Why aren't they doing what we trained them to do? Training, 17:33-34+, February 1980.
Descriptors: *Transfer of training / *Training needs analysis / *Training evaluation.

TRAINING ADMINISTRATION (Cont'd)

4-227
Tosti, Donald J.
How not to waste your training dollars. Administrative management, 41:44-64+, February 1980.
Descriptors: *Training costs / *Training needs analysis / *Training evaluation.

4-228 Id224.9 .Un665r
U.S. Employment and Training Administration.
Research and development, a 16-year compendium (1963-78). Washington, U.S. Govt. Print. Off., 1979. 608p.
Descriptors: *Training administration--Abstracts / *Labor and laboring classes--Research grants.

4-229
Verheyen, Leland G. and Louis Olivas.
Attitude survey supports training needs. Public personnel management, 9:31-35, January-February 1980.
Descriptors: *Training needs analysis / *Municipal employees--Attitudes / *Employee attitudes / Phoenix, Ariz.

TRAINING EVALUATION

4-230 Ie418.9 .Ev1e
Evaluating manpower training programs, edited by Farrell, E. Bloch. Greenwich, Conn., Jai Press, 1979. 351p.
Revision of papers originally presented at the Conference on Evaluating Manpower Training Programs, Princeton University, May 1976.
Descriptors: *Training evaluation--Addresses, essays, lectures / *Training administration--Addresses, essays, lectures / Youth--Training / Unemployed--Training.

4-231
Fredlund, John E. and Roger D. Little.
Long-term returns to vocational training: evidence from military sources. Journal of human resources, 15:49-66, Winter 1980.
Descriptors: *Training evaluation / *Military personnel--Training--Research / Prediction of occupational success / Pay rates.

TRANSPORTATION, EMPLOYEE

4-232
U.S. President, 1977- (Jimmy Carter)
Federal facility ridesharing program. Executive Order 12191. February 1, 1980. Weekly compilation of Presidential documents, 16:271-272, February 11, 1980.
Descriptors: *Carpools / *Commuting / *Transporation, Employee / Federal employees.

UPWARD MOBILITY

4-233 Ie161.2 .Un35u
U.S. Office of Personnel Management.
Upward mobility: considerations for program planning and development. Prepared by Janice B. Smith, Office of Consulting Services, Workforce Effectiveness and Development. Washington, U.S. Govt. Print. Off., 1980. 39p. (WLA-2)
Descriptors: *Upward mobility--Administration / Federal government.

WOMEN--EMPLOYMENT

4-234
Chappell, Neena L.
Paid labor: confirming a conceptual distinction between commitment and identification. Sociology of work and occupations, 7:81-116, February 1980.
Descriptors: *Women employees--Research / Women--Attitudes--Research / *Self-evaluation / Attitude (Psychology) / *Work values--Research.

4-235
Grandjean, Burke D. and Patricia A. Taylor.
Job satisfaction among female clerical workers: "status panic" or the opportunity structure of office work? Sociology of work and occupations, 7:33-53, February 1980.
Descriptors: *Office workers--Research / *Women employees / *Job satisfaction research / Employment opportunities / Federal employees.

4-236
Jones, Joyce and Olga Welch.
The black professional woman: psychological consequences of social and educational inequities upon the achievement of high-status careers in leadership positions. National Association for Women Deans, Administrators, & Counselors journal, 43:29-33, Winter 1980.
Descriptors: *Afro-American women--Career opportunities / *Sex discrimination / Mental health / *Afro-American professional employees--Career opportunities.

4-237 Ie568 .K62s
Kinzer, Nora S.
Stress and the American woman. Garden City, N.Y., Anchor Press, 1979. 272p.
Descriptors: *Women--Characteristics / *Stress, Psychological / *Women--Health / Women employees--Characteristics.

4-238 Id224 .Am3a
Kolko, Gabriel.
The strucutre of the working class and the working wife. In The American working class; prospects for the 1980s, edited by Irving L. Horowitz, John C. Leggett and Martin Oppenheimer. New Brunswick, N.J., Transaction Books, 1979, p. 94-113.
Descriptors: *Married women--Employment / *Women--Pay / Labor force.

4-239
North, Susanna.
'Table for one, please.' Graduate woman, 74:38-42, March-April 1980.
Reprinted from the author's book Traveling Alone: a Practical Guide for Businesswomen, 1979.
Descriptors: *Travel / Women employees.

4-240
Press, Aric and others.
Abusing sex at the office. Newsweek, 95:81-82, March 10, 1980.
Descriptors: *Harassment / *Sex discrimination / Office workers / U.S. Office of Personnel Management--Rules and practice / *Women--Discrimination.

WOMEN--EMPLOYMENT (Cont'd)

4-241 M-Film

Rollins, Joan E.

Short-term memory as a function of age and occupation. Ann Arbor, Mich., University Microfilms, 1978. 63p.

Master's thesis, California State University, Long Beach, 1978. Abstracted in Masters Abstracts, 17:229, September 1979.

Descriptors: *Women employees--Characteristics / *Memory / Women--Characteristics--Research.

4-242 Ie154 .Sca6s

Scanzoni, John.

Sex roles, women's work, and marital conflict; a study of family change. Lexington, Mass., Lexington Books, 1978. 175p.

Descriptors: *Married women--Employment / *Sex roles / *Family (Sociological unit).

4-243

Sexual harassment. Women in action (U.S. Office of Personnel Management), 10:1-6, January-February, 1980.

Partial contents: Memorandum to heads of departments; Policy statement and definition on sexual harassment, by Alan K. Campbell; Merit Systems Protection Board proposed survey, statement by Ruth T. Prokop; Questions and answers on sexual harassment.

Descriptors: *Harassment / Federal employees / U.S. Office of Personnel Management / U.S. Merit Systems Protection Board / Women--Employment.

4-244

Spitze, Glenna D. and Linda J. Waite.

Labor force and work attitudes: young women's early experiences. Sociology of work and occupations, 7:3-32, February 1980.

Descriptors: *Work values--Research / *Women--Employment--Research / Sex roles / *Women--Attitudes--Research.

4-245

Women travelers find safety and harassment can be major problems. Wall Street journal, 195:1+, March 5, 1980.

Descriptors: *Women executives / *Travel / Harassment.

WORKFORCE PLANNING

4-246 Id228 .Un58h

U.S. General Accounting Office.

Handbook for government work force requirements; a guide and checklist for forecasting how many workers government agencies need. Washington, U.S. Govt. Print. Off., 1980. 51p.

Descriptors: *Workforce planning--Handbooks, manuals, etc. / *Federal employees--Workforce planning.

4-247 Id228 .V21m

Vajda, S.

Mathematics of manpower planning. New York, Wiley, 1978. 206p.

Descriptors: *Workforce planning--Mathematical models.

YOUTH

4-248 Ie155 .C21g

Carnegie Council on Policy Studies in Higher Education.

Giving youth a better chance; options for education, work, and service. A report ... San Francisco, Jossey-Bass, 1979. 345p.

Descriptors: *Youth--Employment / *Disadvantaged youth--Employment / Youth--Education.

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